



CIVIL AIR PATROL
NATIONAL HEADQUARTERS
MAXWELL AFB AL 36112-6332

CAP REGULATION 77-1 (E)

16 NOVEMBER 2001

TRANSPORTATION

OPERATION AND MAINTENANCE OF CIVIL AIR PATROL VEHICLES

This regulation outlines policies relating to vehicle acquisitions, definitions, ownership, maintenance, wing/unit responsibilities, forms, and reports for Civil Air Patrol (CAP) vehicles. It explains necessary operator qualification and defines prudent use. These procedures ensure acceptable vehicle appearance, maintenance, accountability, and operation standards throughout CAP. Additional guidance is found in CAPR 67-1, *Civil Air Patrol Supply Regulation*. **Note: This regulation is revised in its entirety.**

1. Definitions.

a. CAP owned vehicle (COV). Any wheel-mounted vehicle or trailer for highway or land use, owned by and titled in the name of Civil Air Patrol.

b. Temporary use vehicle (TUV). A vehicle rented, leased, or borrowed by a CAP unit from commercial or DoD sources to accomplish its mission.

c. Privately owned vehicle (POV). Any vehicle not included in 1a or 1b above that is owned, leased, rented, or borrowed by an individual or organization other than CAP.

d. Types of vehicles not permitted to be owned by CAP will be determined by NHQ. Vehicles not permitted to be owned by CAP include:

- 1) Buses
- 2) Water trailers
- 3) Humvees
- 4) Deuce and half (2 1/2 ton vehicles or larger)
- 5) Boats
- 6) ATVs

2. **Vehicle Records Folder.** Each wing/unit establishes a records folder for each assigned COV to include at least the following:

- a. Original title maintained in wing vehicle record folder (copy sent to NHQ CAP/LGT)
- b. Copy of registration (original in vehicle)
- c. Completed CAPF 73, *CAP Vehicle Inspection Guide and Justification*, (monthly)
- d. Record of repairs and maintenance expenses
- e. Copy of insurance card (original in vehicle)
- f. CAPF 175, *Vehicle Justification*

3. **Registration of Vehicles.** Secure and maintain ownership documents (title and registration certificates) for all COVs as required by the applicable laws of the state, commonwealth, or local government jurisdiction where the vehicles are located. Register COVs as Civil Air Patrol, Inc. The cost of registration and license are paid from region or wing funds.

4. **Licenses/Drivers' Records.** (Not applicable to CAP employees.)

a. Vehicle operators will:

1) Operate COVs in strict compliance with federal, state, commonwealth, local laws, regulations, and ordinances governing the operation of motor vehicles.

2) Possess both a valid state driver's license and a CAPF 75, *Motor Vehicle Operator Identification Card*, certified and signed by the wing commander, logistics officer, or transportation officer (see figure 1).

Supersedes CAPR 77-1, 1 September 1993.

OPR: LGT

Distribution: In accordance with CAPR 5-4.

3) Obtaining CAPF 75. The CAP member furnishes to the issuing authority a current copy of his/her state driver's record showing any driving infractions incurred within the last 2 years. The issuing authority reviews the member's record and determines that the member does not constitute an undue liability risk. Many factors should be reviewed in determining if an applicant will be issued a CAPF 75. If an applicant has one or more of the following convictions within the previous 2 years, a CAPF 75 will not be issued:

- a) DUI
- b) Three or more moving violations
- c) Six or more non-moving violations
- d) Reckless driving resulting in injury or property damage
- e) Felony (hit and run, negligent homicide, theft, assault with a motor vehicle)

The wing commander, logistics officer, or transportation officer should review violations other than those listed above to determine if a CAPF 75 will be issued.

CIVIL AIR PATROL MOTOR VEHICLE OPERATOR IDENTIFICATION CARD				VEHICLES QUALIFIED TO OPERATE (SAME MUST BE AUTHORIZED ON STATE AND/OR FEDERAL LICENSE TO OPERATE VEHICLES LISTED BELOW).		
NAME OF OPERATOR John Roberts		CHARTER NO. AL 123	CAPID 123456	TYPE VEHICLE	CARGO/PASSENGER CAPACITY	CERTIFYING OFFICIAL
BIRTH DATE 09/10/1953	SEX M	STATE DRIVER'S LICENSE NO. A12345670		Pick up	6 Pass	Ben Stacker
CAPF 75 ISSUE DATE 11/15/2001		CAPF 75 EXPIRATION DATE 11/15/2005		Van	7 Pass	Ben Stacker
OPERATOR'S SIGNATURE John Roberts		WING COMMANDER'S OR DESIGNEE'S SIGNATURE Bob Barker		Van	12 Pass	Ben Stacker
CAP FORM 75, JUL 01 PREVIOUS EDITION WILL NOT BE USED				Van	15 Pass	Ben Stacker
OPR/ROUTING: LGT				Van	Cargo	Ben Stacker
THIS CARD IS NOT TRANSFERABLE; NOT VALID WITHOUT A VALID STATE AND/OR FEDERAL DRIVER'S LICENSE; MUST BE CARRIED AT ALL TIMES WHILE OPERATING A CAP VEHICLE.						

Figure 1. Sample CAPF 75 (front)

(reverse)

Note: CAPF 75, Sep 93, will be used until current state driver's license expires; CAPF 75, Jul 01 will be used for new and reissued cards.

4) CAP units will file and maintain copies of the driver's record in the member's personnel record after issuance of the operator identification card.

5) A CAP member automatically loses COV operating privileges upon revocation of state driver's license.

b. Wing commander, logistics officer, or transportation officer reviews operator's driving record, to be furnished by operator every 2 years.

c. CAPF 75 expiration date to coincide with state issued driver's license expiration date and at that time reissued. Upon renewal of state license a copy of renewed license will be filed in CAP member's personnel record.

5. Vehicle Operators and Authorized Passengers.

a. Only members 21 years of age or older, properly licensed and possessing a valid CAPF 75, are permitted to operate COVs or TUVs.

b. Only CAP members should ride as passengers in COVs or TUVs. However, nonmembers may ride as passengers when their presence contributes to the CAP program. Region and wing commanders will approve, in writing, nonmember passengers.

c. CAP members are not approved to drive any government vehicle.

d. Air Force Reserve personnel are authorized to operate CAP corporate vehicles while on a duty status supporting CAP activities. Also CAP-USAF personnel are authorized to operate CAP corporate vehicles. AF Reservist and CAP-USAF personnel are required to have a valid state drivers license.

e. Corporate headquarters personnel are authorized to operate CAP corporate vehicles as long as they have a valid state driver license and are listed on the headquarters vehicle driver list.

6. Use of COVs, TUVs, and POVs.

a. COVs and TUVs.

1) Use for official CAP purposes only. Official purposes include direct and indirect support of programs and missions.

2) COVs may be loaned to other public agencies to render emergency services subject to written approval by the region or wing commander. The use of COVs by ROTC programs is prohibited.

3) TUV vehicles may not be loaned to public agencies.

b. POVs.

1) Subject to provisions of 6b(2) below, use of POVs for transportation to and from CAP meetings, encampments, and other activities is solely at the risk of the individual CAP member and passengers. This is known as the "home-to-work-rule." CAP assumes no right of control, liability, or responsibility for such transportation.

2) The unit commander must approve, in writing, justification for use of a POV as official CAP transportation when COVs are not available for such purposes. Approval is limited to unusual circumstances where lack of transportation for CAP members adversely impacts important activities. Prior to granting such permission, the member is required to produce evidence of insurance coverage, state inspection (if required), and registration. The written approval for use of a POV will be kept on file for 2 years.

7. Safety.

a. Prior to use, the first vehicle operator of the day will perform a safety check on COVs or TUVs using CAPF 73, *CAP Vehicle Inspection Guide And Justification*. Any item(s) on daily inspection checklist that are not in safe working order, especially tires, brakes and steering must be repaired before vehicle is used for any CAP mission/activity. When a POV is used as official CAP transportation it will also have a safety check performed prior to use.

b. COVs are equipped with seat belts or seat belt/shoulder harness combination on front, rear facing or swivel seats and use is mandatory. Do not transport more people in a vehicle than there are seat belts. Do not allow passengers to ride in truck beds.

c. When towing a COV is required, use an approved towing service/professional wrecker service. When towing trailers with a COV vehicle, the trailer weight should not exceed the weight limit of the towing COV, as specified in the vehicle owners' manual. CAP personnel are not permitted, under any circumstances, to ride in a towed vehicle. CAP personnel must ensure compliance with federal, state, and local laws when towing trailers.

8. COV Maintenance.

a. The program provides for optimum use of vehicles at the lowest possible cost and assures maximum readiness and capability of vehicles to perform designated functions efficiently and safely. This is achieved by:

1) Maintaining vehicles to the maximum economical life expectancy.

2) Increasing the general understanding of effective maintenance controls.

3) Developing and encouraging continual review of maintenance techniques.

4) Performing daily inspections per CAPF 73.

5) Replacement of vehicles when repair and maintenance is no longer economically feasible (as determined by NHQ CAP/LGT).

b. Routine maintenance and the funding thereof is the responsibility of the wing. (See attachment 1.)

c. Reimbursement for other than routine maintenance.

1) Region/wing/unit completes vehicle rehabilitation reimbursement request.

a) Region/wing commander or designated alternate signs vehicle rehabilitation reimbursement request and coordinates through liaison office (LO). Provide NHQ CAP/LGT a copy of designated alternate to include typed name and signature.

b) Include one clearly written or typed estimate from vendor on vendor's estimate form. If vendor charges for estimate, the wing will be responsible for the cost of the estimate. The use of Army and Air Force Exchange Services (AAFES) for vehicle repair or purchase of vehicle parts is prohibited. Reimbursement will be made directly to wing for repairs costing less than \$2,500. If estimate exceeds \$2,500, obtain two additional estimates and forward to NHQ CAP/LGT. Repairs in excess of \$2,500 will be processed through NHQ CAP/LGC. NHQ CAP/FMF makes payments directly to vendor for repairs exceeding \$2,500.

c) Fax or mail request to NHQ CAP/LGT.

d) Estimates are reviewed and processed by NHQ CAP/LGT.

e) Control number is faxed to region/wing with a copy furnished to LO. After control number is received proceed with repairs. If repairs exceed estimate by \$300, delay repairs and notify NHQ CAP/LGT immediately in order to obtain verbal approval of additional funds.

f) When vehicle repairs are accomplished, mail original invoice to NHQ CAP/LGT no later than 45 days after issue of control number. If original invoice is not received within 45 days (without notification from wing informing NHQ CAP/LGT why original invoice cannot be submitted to meet 45 day suspense) NHQ CAP/LGT will cancel the control number.

g) The region/wing bears the total repair cost for noncompliance with 8c(1)(f).

2) Emergency repair procedures.

a) Emergency is defined as repair needed while away from station.

b) Telephone emergencies to the wing LO who in turn contacts NHQ CAP/LGT for approval before repair is started. If the wing LO is not available, contact NHQ CAP/LGT directly. Include the following:

- 1 Vehicle ID number
- 2 Problem with vehicle
- 3 Repair estimate
- 4 Callers name

c) Fax or mail rehabilitation reimbursement request form and estimate or invoice for repairs to NHQ CAP/LGT within 24 hours, with a copy furnished to LO.

d) After emergency repair is complete, mail original invoice to NHQ CAP/LGT within 10 working days.

e) If emergency occurs on weekend or after normal working hours, call NHQ CAP/LGT and leave a message on answering machine. When leaving message follow procedures b thru d above and then proceed with repairs. In addition, if repairs exceed \$500 notify NHQ CAP/LGT the first working day after the weekend or after hours emergency for approval prior to repair.

3) Vehicle painting. Follow maintenance reimbursement procedures except for the following:

- a) At least two estimates are required.
- b) Submit pictures of complete outside surface of vehicle.
- c) Vehicles (except non-highway) are repainted white.
- d) Any COV painted other than white remains that color until required repainting.
- e) Repaint vehicles only when required, not solely to comply with this regulation.

9. COV Appearance, Identification, and Marking.

a. Obliterate all exterior markings related to previous ownership prior to CAP usage. Maintain COVs to project organizational professionalism.

b. All COVs are to be marked in accordance with d and e below.

c. Vehicles are to be cleaned monthly and waxed once a year—clean refers to exterior and the interior of vehicle. Waxing is not required for surplus military OD green vehicles.

d. Only permanently affixed 8-inch diameter CAP seal (decals) will be used on COVs, magnetic CAP seal (decals) are not to be used. These CAP seal (decals) are available through the bookstore. These CAP seal (decals) are to be installed center of left and right driver compartment doors. (See attachment 2.)

e. Assign vehicle identity numbers. An identity number consists of five digits. The first two digits are the region or wing charter number. Example: 01XXX for Alabama, 23XXX for Missouri, 93XXX for Great Lakes Region, etc. Reuse of vehicles identity numbers is not authorized for a period of 1 year. Affix the identity number to the lower left rear door of the vehicle using 2-inch black numerals. (See attachment 2.)

f. Marking of rescue vehicles must conform to federal, state, and local laws. The type of light bar used on vehicles must be approved in writing by the wing commander (region commander if a region vehicle) and must follow guidelines established by the resident state and all surrounding states. The colors used on approved light bars will be amber, amber/white. The colors red and blue on light bars or the use of sirens are not authorized for use on any CAP vehicle.

10. Insurance. The unit commander must comply with CAPR 62-2, *Mishap Reporting and Investigation*; CAPR 900-5, *The CAP Insurance/Benefits Program*; and CAPR 900-7, *Vehicle Self Insurance (VSI)*, in case of any applicable accident or occurrence that may result in a claim or legal action against, or in favor of CAP.

a. CAP Vehicle Liability Insurance. When COVs are used for official CAP business other than Air Force-assigned missions and operated by CAP members CAP and the operators are covered for liability by CAP's commercial liability

insurance. See CAPR 900-5 for specifics on coverage and reporting instructions. All liability insurance questions should be directed to NHQ CAP/GC.

b. Air Force-Assigned Mission Liability Coverage. When used on Air Force-assigned missions, CAP and the operators are covered for liability by the United States Air Force under the Federal Tort Claims Act (FTCA). See CAPR-900-5, for specifics on coverage and reporting instructions.

c. CAP Vehicle Self Insurance (VSI). VSI is not an insurance policy, but rather a self-insurance program operated by CAP and is independent of any applicable insurance. VSI provides only collision and comprehensive coverage for vehicles purchased with DoD or VSI funds, 8 years old or newer. A copy of CAPF 78, *Mishap Report Form*, must be submitted to NHQ CAP/LGT within 10-working days of the accident or incident for all VSI claims. VSI insurance questions should be directed to NHQ CAP/LGT.

11. Windshield Replacement. Windshield replacement for DoD funded or VSI funded CAP vehicles only will be reimbursed with VSI funds. Replacement cost of windshields for all other CAP vehicles will be the responsibility of the CAP region/wing. Covered windshield replacement requests must be submitted to NHQ CAP/LGT with one estimate using CAPF 70, *VSI Windshield Replacement Request*. Only 50 percent of total cost to replace a windshield will be reimbursed with VSI funds, the remaining 50 percent will be the responsibility of the region/wing. See CAPR 900-7 for complete instructions.

12. Reports.

a. State or local: Determine if a requirement exist for state or local vehicle reports. If so, comply with the reporting procedures.

b. S-2, *Vehicle Inventory Report*.

1) Purpose. The mechanized reporting system provides an inventory of all COVs.

2) Reporting frequency and distribution The S-2 is distributed on or about 15 August of each year and reflects the COV inventory as of 31 July of each year. Each region and wing commander receives a copy of vehicle inventory (S-2) listing assigned vehicles to their region or wing. Roadworthy vehicles and trailers (does not include stationary or storage trailers) are listed on the S-2 report.

3) Issue of COVs. The wing transportation officer issues vehicles to subordinate units using CAPF 37V, *Shipping and Receiving Document for Vehicles and Trailers*. Only the unit commander, logistics officer, or transportation officer is authorized to receive a vehicle. The wing transportation officer forwards a copy of the CAPF 37V to NHQ CAP/LGT coordinated through the LO and LR/LG to update the S-2 report. The wing transportation officer maintains a copy of the CAPF 37V for each vehicle reflecting its current location/unit of assignment until the vehicle is properly disposed of.

4) Processing procedures. The wing transportation officer will:

a) Make changes to vehicle inventory (S2) and submit to NHQ CAP/LGT using CAPF 37V, signed by wing commander or designated alternate, and coordinated through the LO and LR/LG.

b) Include trailers on vehicle inventory except the following types:

1 Stationary, listed on S-6, *Real Property Listing*

2 Storage, listed on S-6

c) Forward the S-2 report and supporting documentation to arrive NHQ CAP/LGT no later than 1 October.

d) Post corrections of inventory to region/wing copy of the S-2 report as vehicle changes occur.

c. NHQ CAP/LGT. Updates region/wing vehicle inventory (S-2) using information from the field on additions/deletions/transfers. Inventory changes must be submitted on CAPF 37V in order for NHQ CAP/LGT to update vehicle inventory. Upon request from region/wing inventory will be made available.

d. Vehicle time and usage data monthly reporting.

1) Use the web page, *Time and Vehicle Usage Data Form*, located on the "E Services" page to submit vehicle information to be entered each month. (See attachment 3.) The *Time and Vehicle Usage Data Form* is restricted and requires access from your web security administrator (WSA).

2) On the last day of each month, remove CAPF 73 from each vehicle and replace with a new one. Vehicle data is to be entered by the 10th of each month, following the previous months reporting. The CAPF 73 is maintained in the vehicles records file and kept in accordance with CAPR 10-2, *Files Maintenance and Records Disposition*, Table 10, Rule 8. (See sample CAPF 73 at attachment 4.)

3) Vehicle usage examples: Including but not limited to the following:

a) ADMIN: Trips to meetings, conferences, and personnel transportation to and from airports or hotels.

b) CADET ACTIVITIES: Any activity pertaining to and involving cadets and cadet programs.

c) MISSION SUPPORT: Drug Demand Reduction/Counterdrug includes briefings, Emergency Services SAR/DR, and Aerospace training.

- d) OTHER: Vehicle maintenance, servicing, inspections and repairs, parts and supply pickup
- e) OTHER DESCRIPTION. Comments on maintenance services performed.

13. Bus Transportation

a. The ownership of buses (carrying capacity of 16 or more passengers for the purpose of this regulation) is prohibited. Use of buses for CAP transportation is discouraged. CAP owned vans are recommended for official transportation.

b. The region/wing commander must approve, in writing, the use of rented or leased bus for official CAP transportation. The approval with justification will be kept at region/wing headquarters. Before lease is approved, the lessor providing the bus and driver must furnish to the wing or region commander a certificate of liability coverage for the proposed lease period with limits of not less than \$2 million. The wing or region commander retains copies of the certificate of liability during the lease period. The lessor must provide the bus and driver. CAP drivers are not be used on leased buses.

c. When the use of a DoD bus is required for CAP transportation, then DoD must furnish driver. CAP members are not approved to drive government vehicles.

14. Vehicles.

a. Vehicles are not screened from DRMO (DoD excess) for parts. Vehicles are not cannibalized (stripped for parts) prior to turn-in to DRMO or sale.

b. DoD funded or DRMO vehicles on the S-2 inventory that become uneconomical to repair must be returned to DRMO. Waivers for disposition to other than DRMO are provided in writing with complete justification through the LO and LR/LG to NHQ CAP/LGT, who in-turn will forward waiver to HQ CAP-USAF for approval.

c. HQ CAP-USAF has approval/disapproval authority for all vehicle acquisitions (including but not limited to all DRMO, DoD funded, donated, wing/unit purchased). NHQ CAP/LGT will coordinate approval/disapproval through HQ CAP-USAF. Request for acquisition must be forwarded to NHQ CAP/LGT prior to acquisition and include the intended use of the vehicle/trailer, a complete description, mileage and overall condition of vehicle. Screened DRMO or donated vehicles will not be eligible for maintenance repair reimbursement from NHQ CAP/LGT for 1 year after receipt by wing. Vehicles screened from DRMO and donated vehicles must be safe to operate and comply with all state vehicle laws.

d. If approved to screen or receive a vehicle from any source, the wing has 30 days to screen or receive the vehicle and forward a CAPF 37V, in turn, to the wing LO, LR/LG, and NHQ CAP/LGT or the approval will be rescinded. Vehicles are to be inspected in accordance with CAPF 73 to insure vehicle is in safe operating condition before being put into service.

e. Upon approval from HQ CAP-USAF to sell a vehicle in lieu of returning to DRMO, the wing will have 60 days to sell the vehicle and send in all supporting documentation to NHQ CAP/LGT with a copy to the wing LO and LR/LG or the approval will be rescinded and the vehicle will be returned to DRMO at wing expense. The wing will include the check with supporting documentation. The wing may deduct the advertising cost from the proceeds, provided a receipt is included in package.

15. Vehicle Forms. The CAPF 37V will be used to record vehicle transactions. The DD Form 1348-1A, *Issue Release/Receipt Document*, is used to receive or return a vehicle from DRMO. Receipt of vehicle or trailer from DRMO is subject to approval from HQ CAP-USAF and NHQ CAP/LGT. However, DD Form 1348-1A will not be used at wing level to add or delete vehicles from region/wing vehicle inventory (S-2). DD Form 1348-1A must accompany CAPF 37V, routed, for coordination through proper channels and forwarded to NHQ CAP/LGT.

16. National Headquarters Vehicles. Visitors to National Headquarters who are involved in a mishap with a COV must immediately report the incident to the individual who signed the vehicle out and must complete all paperwork pertinent to mishap. Vehicles signed out are to be kept clean and returned in same condition as received.

17. Wing Transportation Officer Responsibilities.

- a. Ensures compliance with this regulation.
- b. Provides management control of vehicles to ensure:
 - 1) Vehicle record folders are up-to-date and current.
 - 2) Scheduled routine maintenance is performed. (See attachment 3.)
 - 3) Major maintenance is performed when required.
 - 4) Operator daily inspections are performed and any vehicle discrepancies reported expeditiously in order for repairs to be performed.
 - 5) Monthly time, usage, and mileage reporting is performed by each wing/unit, information is submitted to NHQ CAP/LGT (see paragraph 12d1)).
 - 6) Vehicles are cleaned monthly and waxed once a year.

4 Attachments

1. Suggested Vehicle Routine Maintenance
2. Placement of CAP Seal and Identity Number
3. Sample Web Page–Time and Vehicle Usage Data Form
4. Sample Page–CAPF 73

NHQ CAP/LGT SUGGESTED VEHICLE ROUTINE MAINTENANCE AND SCHEDULE
LISTING FOR MANUFACTURERS SCHEDULED MAINTENANCE -- REFER TO OWNERS'
MANUAL

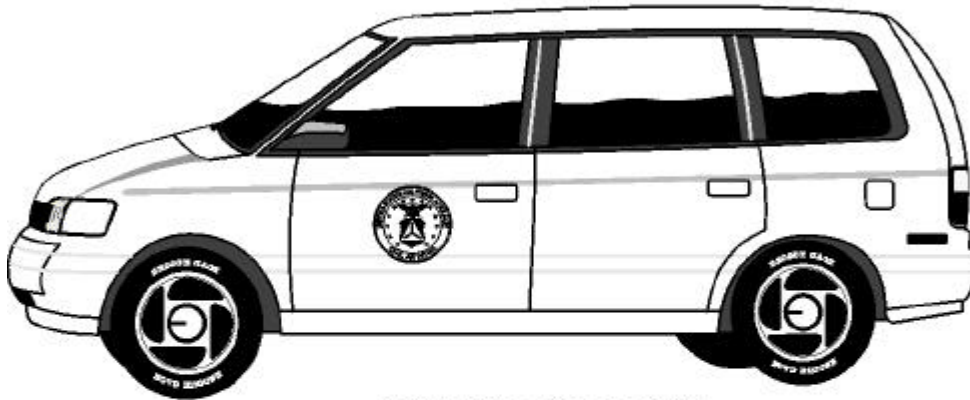
(SCHEDULED, ROUTINE MAINTENANCE, AND TOWING NOT REIMBURSABLE BY HEADQUARTERS)

Maintenance	Interval Schedule
Fluid Levels	Prior to Operation
Inspect CV Joint Boots	7,500 miles
Rotate and Balance Tires	7,500 miles
Inspect Engine Coolant Condition, Coolant Hoses & Clamps, and Fan Clutch	7,500 miles
Inspect and Adjust/Replace- Drive Belts	15,000 miles
Change Transmission Fluid and Replace Filter	15,000 miles
Change Spark Plugs	30,000 miles
Replace Engine Air Filter, Fuel, and PCV Filter	30,000 miles
Replace Distributor Cap and Rotor	30,000 miles
Adjust Ignition Timing	30,000 miles
Replace Serpentine Belt and Check Belt Tensioner	30,000 miles
Replace PCV Valve	60,000 miles
Test Vacuum Operated Emission Components	60,000 miles
Replace Spark Plug Wires	60,000 miles
Replace Oxygen Sensor	82,000 miles
Engine Oil Change & Filter	6 months or 3,000 to 5,000 miles
Check and Service Engine Cooling System	12 months
Inspect Exhaust System	12 months/7,500 miles
Inspect Brake Linings and Hoses	12 months/7,500 miles
Inspect Wheel Bearings	12 months/7,500 miles
Air Conditioning Service and Inspection	12 months/12,000 miles
Flush and Replace Engine Coolant	36 months (24 months thereafter)
Lube Chassis System	At oil change
Towing	As required

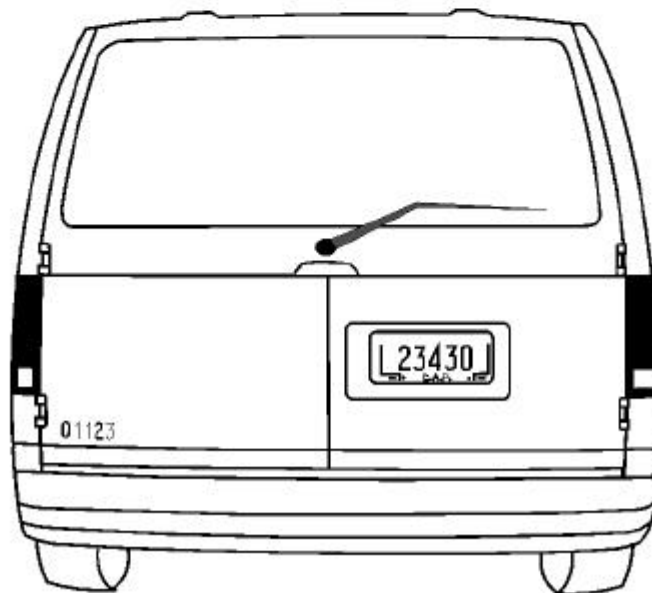
Placement of CAP Seal and Identity Number



CAP Vehicle-Driver Side



CAP Vehicle-Passenger Side



CAP Vehicle-Rear

(Affix the identity number to the lower left rear door using 2- inch black numerals)

Sample Web Page--Time and Vehicle Usage Data Form

INFORMATION RESULTS:

ADMIN : USED 2 TIMES
 HOURS USED 16

CADET ACTIVITIES: USED 2 TIMES
 HOURS USED 79

MISSION SUPPORT: USED 1 TIME
 HOURS USED 46

OTHER: USED 1 TIME
 HOURS USED 2

After form collected from vehicle at end of each month above information is to be entered on the web form.

Web Sight Form Example:

	ADMIN	CADET ACTIVITIES	MISSION SUPPORT	OTHER	OTHER DESCRIPTION	GRAND TOTAL
NO. TIMES USED	2	2	1	1	TRIP TO REPAIR SHOP	6
NO. HOURS USED	16	79	46	2		143

END OF MONTH ODOMETER READING		
	23152	

Sample CAPF 73 (last page)

TIME AND VEHICLE USAGE DATA					
(Enter Number of Hours (rounded up) Under the Appropriate Use Category)					
TIMES USED	ADMIN	CADET ACTIVITIES	MISSION SUPPORT	OTHER	OTHER DESCRIPTION
1.	6	7	46	2	Repair shop
2.	10	72			
3.		10			
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					
26.					
TOTAL	2 16	3 89	1 46	1 2	
* ANNOTATE TOTAL NUMBER TIMES USED IN THE UPPER LEFT SECTION OF BLOCK					
* ANNOTATE TOTAL NUMBER OF HOURS IN THE LOWER RIGHT SECTION OF BLOCK					